



The COMET Finance Committee Meeting minutes are prepared and presented in summary form. An audio recording of the meetings are on file at The COMET and are part of the approved minutes. If you would like to hear the recording from the meeting, please contact Paige Jernigan at pjernigan@thecometsc.gov.

Per SC Code of Laws, Title 30, Chapter 4, Section 30-4-80 - All public bodies shall notify persons or organizations, local news media, or such other news media as may request notification of the times, dates, places, and agenda of all public meetings, whether scheduled, rescheduled, or called, and the efforts made to comply with this requirement must be noted in the minutes of the meetings. The COMET complied with the notification of this meeting on Friday, August 7, 2020 at 3:15 p.m.

The Central Midlands Regional Transit Authority
Special Finance Committee Meeting Minutes
Wednesday, August 12, 2020 at 10:00 A.M.
3613 Lucius Road, Columbia, SC 29201 – Teleconference

Members Present:

Mike Green*
Dr. Robert Morris*
Andy Smith, Chair*
Allison Terracio*

Guests Present:

None

Absent Board Members:

Joyce Dickerson
Representative Leon Howard
**Indicates participation by phone.*

The COMET Staff Present

John Andoh, Executive Director/CEO
Rosalyn Andrews, Director of Finance/CFO
Paige Jernigan, Administrative & Customer Service Specialist
Arlene Prince, Director of Regulatory Compliance & Civil Rights Officer
Michelle Ransom, Grants and Regional Coordination Manager
Crystal Willis, Financial Accountant*

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Mr. Smith called the meeting to order at 10:02 A.M.
A quorum was determined at 10:02 A.M.



2. ADOPTION OF THE AGENDA

Motion:

A motion was made by Dr. Morris and seconded by Mr. Smith to adopt the agenda.

Approved: Morris*, Smith*, Terracio*

Absent: Dickerson, Howard

Motion passed.

3. ADOPT MINUTES FROM July 8, 2020 MEETING

Motion:

A motion was made by Ms. Terracio and seconded by Dr. Morris to adopt minutes from the July 8, 2020 meeting.

Approved: Morris*, Smith*, Terracio*

Absent: Dickerson, Howard

Motion passed.

4. MATTERS REFERRED FROM THE BOARD OF DIRECTORS

- Discuss Previous Motions From 2017 to Present

Mr. Andoh explained that he would like to defer Procurement and Contract Administration Policy to the next meeting. He further clarified that legal is reviewing the policy to address Federal requirements presented to The COMET in July. Time sensitivity of the policy was discussed. It was substantiated that the South Carolina Department of Transportation audit was the one that was time sensitive.

5. Ms. Andrews reviewed the June 2020 Highlights section on Page 10.

June Highlights: 100% of fiscal year completed

- Total Revenue: Year to Date ~ \$30.72 Million compared to 100% of annual budget at ~\$30.33 Million; total Year to Date collections average ~101% of annual budgeted amount
- Total Expenses: Year to Date ~ \$25.40 Million compared to 100% of annual budget of \$32.56 Million; total Year to Date expenditures average ~ 100% of annual budget
- Year to Date paid to Contract Operator since July 1, 2015 - reporting month ~ \$67,363,347.73
- Cash: Wells Fargo - Operating: ~\$6.80 Million
- OPTUS Bank Reserve Funds: ~\$6.46 Million
- Local Government Investment Pool (LGIP): ~\$17.09 Million
- Total collections of Penny Revenue since 2013 to present: \$119,711,252 Million of the \$300,991,000 allocation

Dr. Morris referred to Page 13 regarding the Bike Program line. Ms. Andrews explained that this line



is a revenue line. Discussion ensued regarding the Bike Program.

Dr. Morris continued referring to the Management Fee line item. Ms. Andrews confirmed this is consultant Mr. Leo Auger.

Ms. Andrews reviewed the expenses that were over budget.

Dr. Morris referred to Page 37 and the exclusion of Richland County on this list. Mr. Andoh explained that this is the list of 5311 that we get from South Carolina Department Of Transportation and rural Richland and rural Lexington is combined and presented in the Central Midlands RTA line. The Committee discussed grants and the CARES Act funding.

Mr. Andoh explained that on Page 41, the State Mass Transit Funds Revenue or expense? dropped to \$430,897 and the reserve would cover this deficit. The reduction is due to the gasoline sales tax revenue at the pump.

Mr. Smith reviewed the surplus numbers and the CARES Act funding. Discussion arose regarding fiscal year 2020 and the impact of the CARES Act funding.

Dr. Morris reminded the Committee that they will revisit the fare free ridership in December to determine sustainability and the effect on budget.

Mr. Andoh stated that the budget will be presented at the next Finance Committee meeting and will reflect revenue and the expenses of the University of South Carolina service which will begin September 1, 2020.

Mr. Andoh informed the Committee that the COVID - 19 Ad-Hoc Committee approved the purchase of driver barriers at a cost of \$215,000 and the entire fleet would be outfitted with these barriers by December 2020. Mr. Andoh added that these barriers will also provide physical protection to our drivers.

6. DISADVANTAGED BUSINESS ENTERPRISE (DBE) UPDATE

Mr. Smith did inform the Committee that a revised copy was emailed earlier. Dr. Prince explained the revised Disadvantaged Business Enterprise Update on Page 42. She explained that contract goal at the end of May 2020 is at 26.6% exceeding the goal of 25.9%.

Dr. Prince then reviewed the June 2020 Invoice Review and informed that Transdev exceeded their goal of 25.9% at 26.9%. She did advise that this goal number may change once all payments have been made.



Dr. Prince did confirm that she will be providing the same Disadvantage Business Enterprise (DBE) documentation for RATP Dev. Mr. Andoh added that per Board request staff will be providing Disadvantaged Business Enterprise (DBE) activity.

Dr. Morris congratulated and thanked Dr. Prince for her hard work regarding her reporting.

7. DISCUSSION and ACTION ITEMS

A. *Adopt a revised HOLIDAY POLICY*

Ms. Andrews explained the updated Holiday Policy to reflect non-exempt staff that has been brought in house under The COMET and employees will be hired as paid hourly.

- Lead Customer Experience Representative
- Customer Experience Representative (4.5)

She further stated under current holiday policy there are 13 company holidays. Staff is proposing 8 holidays, including a floating holiday, for the non-exempt staff (call center) to allow for continued customer support and better align with The COMET service days.

The Committee requested clarification and as a result, discussion ensued.

Motion:

A motion was made by Dr. Morris and seconded by Ms. Terracio to recommend this new policy with minor change to Item number C.c to the Board.

Approved: Morris*, Smith*, Terracio*

Absent: Dickerson, Howard

Motion passed.

B. *Adopt a BUS PASS REFUND POLICY*

Ms. Andrews stated that currently The COMET has a no refund, all sales final policy. Due to the recent pandemic, COVID-19, The COMET has had to make changes to routes, services and fares.

Dr. Morris suggested to extend the passes or give additional passes to those riders who are requesting refunds rather than refunding the transaction. Ms. Andrews explained that she would remove the word "refund" from the document for clarity.

Motion:

A motion was made by Dr. Morris and seconded by Ms. Terracio that we go along with the Staff recommendation excluding the word "refund."

Approved: Morris*, Smith*, Terracio*

Absent: Dickerson, Howard

Motion passed.



C. Approve CHANGE ORDER #2 with RATP Dev

Mr. Andoh explained that Transdev and RATP Dev have negotiated an agreement in which RATP Dev will assume the responsibility of the maintenance defects from Transdev and make the repairs by October 31, 2020 at a rate of \$90 per hour. He added that with this agreement, The COMET will not withhold funding from Transdev for the vehicle defects and hold RATP Dev accountable for completing them. Transdev has agreed to compensate RATP Dev for this work. He did state that a Change Order is needed with RATP Dev to hold RATP Dev accountable for completing this project.

Mr. Andoh stated that there was a detail audit resulting in four hundred (400) plus pages of repairs. Mr. Andoh confirmed this was a mutual agreement and both parties have signed and agreed to this change order. He added that he would sign once the Board has approved the order.

Motion:

A motion was made by Dr. Morris and seconded by Ms. Terracio recommend to the full Board approve change order #2 with RATP Dev.

Approved: Morris*, Smith*, Terracio*

Absent: Dickerson. Howard

Motion passed.

D. Revised FTA Grants Plan

Ms. Ransom explained that the Staff is requesting the Committee review the five (5) year grant plan and to recommend to the Board for approval and implementation. She referred to Page 59 – Page 60 and explained these numbers are difficult to change as they have been applied for and approved. She added that on page 61 of the 2020 proposed funding report, the numbers are final and will not change. She explained the rest of the budgeted pages are projected.

Ms. Ransom pointed out that the CARES Act funding has been added on Page 60. On Page 62 is the fiscal year 2019 apportionment to replace USC vehicles stated Ms. Ransom. She did add that some of the operational expenses on Page 62 have been set aside to aide in replacement of the seats on the buses.

The Committee further discussed the grant funding regarding fare revenue.

Motion:

A motion was made by Dr. Morris and seconded by Ms. Terracio that the Finance Committee recommend to the Board the revised FTA Grants Plan.

Approved: Morris*, Smith*, Terracio*

Absent: Dickerson. Howard

Motion passed.



E. RATP Dev subcontracting of vehicle detailing work

Dr. Prince referred to Page 69 of the packet. It was explained that The COMET established a 20% Disadvantaged Business Enterprise (DBE) subcontract with Fixed Route and Paratransit Operations. She explained that a few modifications for bus detailing were made to the original scope of work for the committed Disadvantage Business Enterprise (DBE) firms which impacted the Disadvantaged Business Enterprise (DBE) contract goal. She explained that RATP Dev has worked to secure subcontractors to perform the work within their allotted budget successfully.

Dr. Prince explained that based on discussions about the utilization of Disadvantaged Business Enterprise (DBE) firms, RATP Dev seems committed to ensure that the contract goal is achieved or exceeded for this project. The COMET staff will continue to engage in conversation to monitor Disadvantaged Business Enterprise (DBE) participation and aid RATP Dev as necessary.

Dr. Prince reviewed the chart presented on Page 70.

Motion:

A motion was made by Dr. Morris and seconded Ms. Terracio to allow two (2) additional firms be added to the given numbers presented.

Approved: Morris*, Smith*, Terracio*

Absent: Dickerson, Howard

Motion passed.

8. LEGAL/CONTRACTUAL/PERSONNEL (may require executive session)

None

9. ADJOURN

Motion:

A motion was made by Dr. Morris and seconded by Ms. Terracio to adjourn the Finance Committee meeting.

Approved: Morris*, Smith*, Terracio*

Absent: Dickerson, Howard

Motion passed.

Meeting adjourned at 11:24 A.M.

CENTRAL MIDLANDS REGIONAL TRANSIT AUTHORITY

Adopted this _____, 2020, Agenda Item _____

Prepared by:



Paige Jernigan, Administrative & Customer Service Specialist

Approved by:

Allison Terracio, Board Secretary

